

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Crime Analyst	Job Family: 2
General Classification: Professional	Job Grade: 26

Definition: Provide a variety of criminal justice research activities to the Police Department.

Distinguishing Characteristics: Receives direct supervision from the Police Support Services Manager.

Exercises direct supervision over clerical, technical, and other professional positions.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Assist operations and administrative personnel in planning the deployment of personnel and resources for the prevention and suppression of criminal activities.
2. Collect, organize and analyze information and statistical data about criminal activities and know criminal offenders.
3. Convey information to Police personnel verbally and in writing.
4. Write comprehensive reports.
5. Develop and implement a strategy for best utilizing police resources against recognized criminal trends.
6. Assist and train other personnel in the area of crime analysis.
7. Hire, train, motivate and evaluate all personnel assigned to crime analysis duties.
8. Assist in the maintenance of the department's Records Management System (RMS).
9. Supervise and maintain day-to-day operation of the Crime Analysis Unit.
10. Provide a variety of office/computer assistance; update, search and maintain a variety of records and special reports.
11. Collect, compile and research data for various reports and projects.

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12. Provide a variety of criminal justice research activity to the department.
13. Perform related duties as assigned.

Minimum Qualifications:

Knowledge of: Computer systems and software; law enforcement and the criminal justice system; statistical manipulation and analysis; principles and techniques of public administration; techniques of administrative research and analysis; methods of report writing; budgeting principles; principles of supervision, training and performance evaluation.

Ability to: Update and maintain records and files; compile data into prescribed formats; organize own work effectively; learn computer systems and assist in the maintenance of the department's Record Management System; prepare and present various reports and studies; communicate effectively with other employees and the public; conduct and evaluate departmental programs; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing; supervise, train and evaluate assigned staff.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: One year of full-time administrative/analytical experience. Experience in law enforcement records or court experience is desirable. Equivalent to a bachelor's degree from an accredited college or university with major course work in public/business administration or a related field.

Required Licenses or Certificates: Possession of, or ability to obtain, a valid California driver's license.

Established January 1994

Revised May 1995

CLASS SPECS

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